

Requirements for Vital Materials Planning

1. In the establishment of a program to provide adequate records for emergency use, a first essential is a specific statement of emergency conditions in order to provide a consistent basis for the selection of the records needed and the manner in which they are to be maintained. The following assumptions are to be used as the basis for establishing emergency requirements under this program:
 - a. All records in the metropolitan area will be destroyed.
 - b. A task force representing a small percent of the total personnel of the Agency will report for duty at the emergency headquarters.
 - c. For the emergency period (see definition) intelligence requirements will be restricted to what can be produced by the limited facilities and personnel available at emergency headquarters.
 - d. In the post emergency period (see definition) and from the records stored at the Repository, the entire organizational structure of the Agency will be reconstituted in its present form.
2. In providing for the above conditions, requirements for the selection and maintenance of records for storage at the Repository are listed below:
 - a. Records required for reference or reproduction during the initial emergency period should be stored in the most usable form and maintained in the most accessible manner consistent with expected emergency demands.
 - b. Records required for reestablishment of the Agency but not needed by the limited force operating during the initial emergency should be stored and maintained in the most economical form and arrangement with limited regard to the equipment, personnel, and facilities needed to reestablish the records for operational use.
 - c. Records available from other sources or related to activities which would not be resumed after an emergency and records of completed projects with only historical significance should not be placed in the Repository.
3. A continuing reappraisal of Vital Material deposits should be made to assure the inclusion or withdrawal of records in accordance with current conditions which may call for greater or lesser emphasis on certain programs and projects.

EMERGENCY PERIOD - Is used in referring to the time immediately following an incident which requires use of the emergency headquarters for continuing the operations of the Agency within the limits of the available personnel and facilities.

POST EMERGENCY PERIOD - Is used in referring to the time when full scale reestablishment of the Agency is being undertaken from the records stored in the Vital Materials Repository.